

Circulate
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Reports - 2
12/4

RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH November 1959	
I. ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	39	318	
2. RECORDS ACCESSIONED	862	4,161	50,069
3. RECORDS DISPOSED OF AT CENTER	94	587	5,715
4. RECORDS TRANSFERRED FROM CENTER	84	457	9,514
5. RECORDS HOLDINGS	34,840		
6. DISTRIBUTION MATERIAL RECEIVED	347	2,097	29,381
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	57	605	7,521
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	12	298	4,744
9. DISTRIBUTION MATERIAL HOLDINGS	*17,116		
10. TOTAL HOLDINGS	51,956		
II. REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	2,392	8,580	80,580
12. INFORMATIONAL REQUESTS	256	1,009	8,823
13. INFORMATION REPORTS	68	371	
14. INTELLIGENCE REPORTS	10,514	51,249	
15. ADMINISTRATIVE ISSUANCES	434	2,660	
16. TOTAL	13,664	63,869	
III. DISTRIBUTION MATERIALS RECEIVED			
MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	67,276	356,640	
B. RETURNS	3,012	16,673	
18. ADMINISTRATIVE ISSUANCES	1,041	11,007	
19. TOTAL	71,329	384,320	
IV. REPRODUCTION SERVICES			
PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	267	1,739	
21. PHOTOCOPY	45	151	
22. DITTO	33	206	
23. TOTAL	345	2,096	
V. SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
24. TOTAL CAPACITY	72,060		
25. UTILIZED	51,956		
26. COMMITTED	3,085		
27. AVAILABLE	17,019		